

**Washington
Military
Department**



**Emergency
Management
Division**

Effective Date: July 1, 2011

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E911 ADVISORY COMMITTEE MEETING ATTENDANCE POLICY

Cancels all previous E911 Advisory Committee Attendance Policies

See Also:


Washington State E911 Advisory Committee By-laws
WAC 118-66
E911 County Contract Policy
E911 County Regionalization Contract Policy
E911 Washington State Patrol Contract Policy

ADVISORY COMMITTEE MEETING ATTENDANCE POLICY

This policy applies to all counties/WSP with contracts and does not require local revenue to be used against expenses.

- I. Advisory Committee (AC) Meeting Attendance – Line Item **CPD1**
 - Counties/WSP that do not have a contract with the State E911 Office will not be reimbursed for travel expenses unless they are a member of the Advisory Committee.
 - 911 Coordinators are encouraged to attend all Advisory Committee meetings and to participate in the various work groups and subcommittees. They are required to attend a minimum of five (5) of the Advisory Committee meetings per fiscal year.
 - 911 Coordinators may submit a request to the state office if unable to attend and would like to send a representative on their behalf. If approved, the representative's travel expenses, will be reimbursed through the county/WSP contract but attendance by a representative will not count as one of the required five (5) meeting attendance without prior approval by State E911 Office.
- II. Advisory Committee Subcommittee Attendance – Line Item **CPD1**
 - Subcommittee membership will be in compliance with the Advisory Committee By-Laws.
 - Advisory Committee members who are not 911 Coordinators will be directly reimbursed for eligible travel expenses to attend subcommittee meetings.
 - 911 Coordinators, Public Education and Training Coordinators, who are members of subcommittees, will be reimbursed eligible travel expenses through their county/WSP contract in accordance with their local travel policy, not to exceed state rates.
 - Counties/WSP that do not have a contract with the E911 State Office will not be reimbursed for travel expenses unless they are members of the Advisory Committee.
 - Attendees will not be reimbursed travel expenses for subcommittee attendance if they are not members of the subcommittee.

Approved by:

 6 MAY 2011
Kurt Hardin, Acting State E911 Administrator